

QUALITY COUNCIL MINUTES

June 20, 2000

Present: Rosemary Blethen, Janet Hendrix, Randy Jarrell, Shirley Johnson, Joyce Jolly, Jean Mack, Johnny Parker, Kim Smith, John Speights
Guests: Debbie Grimes, Chuck Boening
Absent: Betty Brown, Arthur Howington, Rick Rogers, Pam Strong

BEGIN MEETING

1. Welcome and Affirm Meetings

Shirley Johnson welcomed us to the meeting at 3:10. The June 6 minutes were accepted as corrected.

QUALITY UPDATE

2. Johnny Parker-Human Resources

J. P. distributed a Personnel Status report for the week of June 19-23, listing positions already filled, an offer pending, screening dates, and positions advertised.

3. SI Team Organization - Move Facility Utilization to Team V.

In the process of revising SITeam processes, Facility Utilization was assigned to SIT#2. Since Team 2 deals more specifically with student services, Johnny and Shirley suggest moving facility utilization to Team 5 as a more appropriate designation. The QC approved this change.

INSTITUTIONAL UPDATE

4. Rick Rogers - absent

Debbie Grimes announced that the library has new furniture.

OLD BUSINESS

5. Quality Month Update (Debbie Grimes)

Debbie dazzled us with the wealth of information she has accumulated for Quality Month. In good TQM fashion, Debbie and Chuck first surveyed the customers, using Flashbase survey forms. They received twenty-five (25) responses. Activities to be repeated from last year's Quality Month endeavors are:

- the daily quality quotes;
- a luncheon and a speaker on the quality theme;
- some sort of games and puzzles.

She and Chuck made some other suggestions.

- give only one Spirit Award. Now since there are evaluation criteria, judging can be more conclusive;
- Chuck will do a website;
- give awards to each department for the best practices occurring in those departments;
- Debbie is looking at some on-line games;
- combine Quality Month activities with homecoming, or new-president inauguration, or - recognition of new employees;
- involve more students.

Debbie and Chuck want each team to be responsible for some aspect of Quality Month activities. Johnny observed that planning for this year's Quality Month is much further along than it was at this time last year. The Quality Council enthusiastically accepted the report and told Debbie and Chuck to keep on keeping on.

6. Facilitator Suggestions & Training Wrap-up

Facilitator suggestions were attached to the QC agenda. The QC moved and seconded the reduction to one facilitator rather than two per team and then having a pool of alternates to serve when an appointed facilitator must be absent from a meeting. Several names were proposed in addition to those already serving as facilitators for SITeams 1 and 5. The QC decided that Janet Hendrix would speak to her two facilitators to discover how they wished to serve the team. Kim Smith will speak to her team's facilitators about reducing to one. Johnny Parker will approach the others whose names were suggested as possible facilitators. The various names thus far proposed for team or alternate facilitators are:

Judy Austin,
Lori Cannon,
Wade Cooper

Bruce Bizzoco
Linda Grote
Martha Ann Hill

Jim Jolly
Sonny Logan

7. PIF Feedback

J. P. proudly displayed a report from SITeam 5 indicating the status of each of their PIFs. SITeam 1 has already been doing this sort of thing. Johnny hopes the other two teams can be as forthcoming with information.

NEW BUSINESS

8. Suggestions for Mentors

The suggested realignment of mentors was attached to the meeting agenda. The sparseness of administrators after the retirement buy-out complicates matters, particularly for Team 1 whose mentors were the instructional deans, both of whom are retiring. The Coordinator of Planning was a mentor for Team 4, and she is also retiring. The school does not yet know which people or positions will be replaced. Diane Layton, Humphrey Lee, and Debbie Grimes are the suggested mentors for Team 2; Lucy Kubiszyn is the other suggested mentor for Team 4; and Karen Vanluvender and Bruce Bizzoco are suggested mentors for Team 5.

9. Quality Bar-B-Que Plans & "Wall of Success" Project

The planning team had a productive meeting. They proposed having the event during the August professional development days, August 15 specifically. The QC agreed that was a good idea. They also decided to have barbequed Boston butts rather than hot dogs and burgers. Rosemary Blethen is head of the butt team. Rosemary also suggested instead of having a "Wall of Success," we should have a "Walk of Success" and lay out footprints leading to the food tables with each footprint containing a PIF success story. The QC enthusiastically embraced this idea as inspired, further suggesting that the footprints could later be transferred to a wall in the Atrium.

SI TEAM ACTIVITY

10. SI Team Representative Reports

- Kim Inman-Smith reported that Don Bell is the new team leader of SIT#1 and is excited to be so. She predicts good service from him for the team.
- Janet Hendrix reported that SIT#5 had its first meeting with Chuck Boening as team leader. She was pleased with the results and is enthusiastic about the future of team 5 with Chuck at the helm.

GROUNDING/ADJOURNMENT

As usual, there was no time for grounding. The meeting was adjourned at 5:00.

The next meeting is scheduled for July 11, 2000 in the Conference Room on the Fredd Campus. SPOONS (Shirley Johnson, John Speights, Kim Inman-Smith, Karen Van Luvender) are responsible for refreshments.